

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.		
Explanation (Show any positions replaced) Standard MWR NAF PD					7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.		
					10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		
											14. Agency Use NAF		
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials Date	
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Human Resources Assistant				NF		0203		03		5N 12-31-01	
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment						c. Third Subdivision							
a. First Subdivision						d. Fourth Subdivision							
b. Second Subdivision						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature _____ Date _____						Signature _____ Date _____							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier						OPM Job Family PCS for Assitance Work in the HR Management Group GS-203 Dec 2000							
Signature _____ Date 12-31-01						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks													

## 25. Description of Major Duties and Responsibilities (See Attached)

**PD NBR 01**  
**HUMAN RESOURCES ASSISTANT NF-0203-03**

**INTRODUCTION**

The purpose of the position is to perform human resource and administrative support functions requiring knowledge of civilian human resources functions and processes involving human resource and benefit transactions.

**MAJOR DUTIES AND RESPONSIBILITIES**

Performs administrative and technical support work in a variety of personnel functions. Processes the full range of personnel actions for craft and trade and pay band nonappropriated fund (NAF) employees involving a variety of occupations. Examines request for personnel actions, verifies all entries by performing a procedural and technical review of proposed actions to assure correctness of entries and cited authority. Processes new appointments. Interviews employees to obtain data to complete appointments forms or instructs individual in completing forms such as health benefits registration, life insurance, designation of beneficiary, tax certificates, clearance and investigation data. Computes and flags due dates for various types of personnel actions, i.e., within grade increase, conversions, performance appraisals, expiration date of temporary appointment, salary retention period, etc. Verifies employment.

Processes Requests for Personnel Actions (SF-52s). Ensures supporting documents are complete and attached to SF-52 (e.g. job descriptions, set of duties, etc.). Provides assistance to customers on applicable procedures, instructions, and regulations. Monitors status on pending actions. Reviews personnel action requests for correctness of position numbers and organizational data. Retrieves data for reports. Provides information on status of personnel actions to operating officials.

Determines necessary documents needed to support transactions and ensures they are included in the action and OPF. Establishes and/or maintains OPFs, including consolidation with prior service records. Obtains original OPF from records center or other activity as required.

Conducts new employee orientation. Provides brochures, e.g., health/life insurance, and explains retirement provisions, hours of work, leave accrual, health and life insurance options, local facilities, standards of conduct, EEO, etc. Answers employee questions. Ensures benefit enrollments are completed timely and accurately and contain necessary certifications. Assists employees in preparing documents necessary for background investigations, (NACs) etc. Assists new employees in completing required appointment forms, e.g., Designation of Beneficiary, W-4, etc.

Assists in special projects by gathering data from files and automated systems, and extracting information from official personnel folders. Compiles in prescribed format and forwards to supervisor for consolidation. Authenticates personnel data reflected on various forms.

Gathers background information on issues, researches current policy as it relates to the issue, and determines related trends that may impact on the issue at hand. Makes recommendation of necessary action based on research. Expedites flow of information and communications. Utilizes an in-depth knowledge of regulations, policies and procedures to answer employee questions on a variety of personnel issues.

Reviews personnel action requests and applications for accuracy, resolves discrepancies and completes missing information. Determines benefit eligibility, creditable service, (e.g., SCD's) and follows up on suspense actions, (e.g., probationary and trial periods, etc). Ensures necessary signatures and documents needed are present, complete and arranged in proper sequence, and those necessary steps are taken for subsequent routing and filing. Inputs information in to the automated personnel system in a timely manner and ensure accuracy of all salary and pay adjustments. Provides information on vacancy announcements to BUPERS employees and outside applicants.

Coordinates interviews which includes making airline reservations and hotel accommodations for out of state/country interviewees and prepares interview packages for the rating panel. Conducts reference checks on applicants. Prepares and distributes offer letters and non-selection letters. Coordinates release/report dates of new employees.

Composes and types Vacancy Announcements for distribution by mail or E-mail within area of consideration. Prepares advertisement for publication in newspapers requested by the respective departments. Maintains case files for each Vacancy Announcement.

Receives visitors and telephone calls; tactfully obtains information about purpose of call or visit, determines if matter can be handled personally, referred to another individual or office, or if it required supervisor's attention. Exercises discretion in determining whether visitor or caller is entitled to receive requested information. Types a variety of materials using a computer from rough draft or clean copy with responsibility for format, spelling, punctuation, arrangement, and spacing of material.

Sets up and maintains databases, spreadsheets and centralized files. Maintains files consisting of reports, letters, notices and instructions. Screens and purges files as needed to remove obsolete or irrelevant material.

Prepares TDY and PCS travel orders for both APF and NAF; arranges travel schedule, itineraries and makes reservations. Determines and computes per diem rates, Temporary Living Quarters Allowance (TQSE), miscellaneous expenses, etc. Coordinates with moving company on new employee's movement of household goods in connection with PCS moves.

Performs other related duties as assigned.

#### FACTOR 1. SKILL AND KNOWLEDGE REQUIRED

The incumbent must be a qualified typist and have at least one year of work experience or higher level education that demonstrates the ability to perform the duties of the position.

Knowledge of an extensive body of personnel processing rules, procedures or operations.

Skill in oral expression to explain processes and procedural matters and provide basic program information.

Knowledge of office file arrangement and the purpose and content of documents in the file, including OPFs, the ability to file and retrieve information and maintain suspense records in accordance with office filing procedures.

Knowledge of steps and procedures used to process personnel documents.

Skill in fact finding and researching files to find relevant information and to logically organize and report on collected information.

Ability to make decisions, resolve problems or discrepancies based on knowledge of personnel processing rules, regulations and procedures.

Ability to understand and provide basic program information.

Knowledge of personnel processing language, procedures and options to process a full range of recurring types of official personnel actions.

Knowledge of office file arrangement and the purpose and content of documents in the file, and ability to file and retrieve information and maintain suspense records in accordance with office filing procedures.

Familiarity with and ability to type and use a typewriter and computer including an automated personnel system, Word, Excel, Spreadsheets, Database, etc.

Knowledge of personnel and staffing standardized rules, procedures terminology, or requirements related to personnel action processing activities and skill in applying these knowledges to work situations.

Knowledge of formats, punctuation, grammar and clerical steps to process and prepare correspondence and documents in an accurate manner.

Ability to make decisions, resolve problems or discrepancies based on knowledge of personnel processing rules, regulations and procedures.

Basic knowledge of local personnel activities to perform routine clerical tasks.

**FACTOR 2. SUPERVISORY CONTROLS**

Uses initiative in carrying out recurring assignments using established procedures and standard methods of operation. Additional, specific instructions are provided for new, difficult, or special projects. Supervisor is available for assistance when established rules or practices do not appear to apply, such as difficulty in obtaining data to meet deadlines or questions that cannot be answered by standard responses. The supervisor assures that finished work is accurate and in compliance with instructions and spot-checked for accuracy.

**FACTOR 3. GUIDELINE**

Guideline such as work samples, instructions, manuals, directives, local policies, etc. are available. Selects proper guidelines according to the circumstances of the specific case. Situations requiring significant deviation are referred to senior personnel or supervisor.

**FACTOR 4. COMPLEXITY**

Work consists of different or unrelated processes and methods for one or more personnel functions. Decisions involve a variety of different situations that require different treatment. Decisions on how to accomplish the work are based upon knowledge of interrelationships of the personnel processes, purposes and functions.

**FACTOR 5. SCOPE AND EFFECT**

Work involves the execution and/or explanation of personnel rules, regulations, or procedures and recurring limited technical services and practices. Work products or services affect the accuracy, acceptability or reliability of further personnel processes or products.

**FACTOR 6. PERSONAL CONTACTS**

Contacts are generally with all levels of employees, supervisors, administrative staffs and co-workers in the same organization and/or with members of the general public in a moderately structured setting, i.e., involving substantive interaction.

**FACTOR 7. PURPOSE OF CONTACTS**

Purpose is to obtain, clarify, or give facts or information directly related to the work, e.g., provides general

information about processing procedures, the status of pending actions, etc.

**FACTOR 8. PHYSICAL DEMANDS**

Work is primarily sedentary. Some walking, standing, bending and carrying of light items such as papers and files is required.

**FACTOR 9. WORK ENVIRONMENT**

Work is performed in a typical office setting that is adequately lighted, heated and ventilated.